# FIRE DRILL EVALUATION CHECKLIST

## DRILL INFORMATION
- Name of Building/Facility: ________________________________
- Building/Facility Address: ________________________________
- Location of Drill (Specific floor/wing/etc): ____________________ Date of Drill ___ / ___ / 20___
- Time Drill Initiated: ___:___ AM/PM Time All Occupants Vacated: ___:___ AM/PM Elapsed Time: _____ Min.
- Drill Monitor Name: ________________________________ Title/Position: ________________________________

## Weather:
- TEMP: Cold / Warm / Hot
- WINDS: Calm / Breezy / Windy
- PRECIP: Sunny / Cloudy / Rain / Snow / Sleet

## PRE DRILL ASSESSMENT
- Evacuation routes posted: □ Yes □ No
- Evacuation signs are in good condition: □ Yes □ No
- Exits are clearly marked: □ Yes □ No
- Exit signs are properly illuminated: □ Yes □ No
- Exit doors operating properly: □ Yes □ No
- Egress routes free of obstructions: □ Yes □ No
- Egress routes properly lighted: □ Yes □ No

## UTILITIES
- Electrical appliances were turned off: □ Yes □ No □ N/A
- Lights were turned off: □ Yes □ No □ N/A
- HVAC units were shut down: □ Yes □ No □ N/A

## PLAN
- Evacuation performed according to plan: □ Yes □ No
- Occupants met at designated meeting places according to the plan: □ Yes □ No
- Designated meeting place(s) located at safe distances from building: □ Yes □ No
- Fire drill/incident response team(s) responded according to plan: □ Yes □ No
- Fire drill/incident response team(s) carried out assigned duties: □ Yes □ No
- Fire department "mock" notified according to plan: □ Yes □ No

## COMMUNICATION
- Method of Drill Activation:
  - □ Alarm Activation □ PA System
  - □ In-House Word of Mouth □ Other: ________________________________
- Drill preannounced: □ Yes □ No
- Fire department present for drill: □ Yes □ No
- Alarm monitoring company notified: □ Yes □ No
- Security notified: □ Yes □ No □ N/A

## FIRE CONTAINMENT
- Doors and windows closed: □ Yes □ No
- Rooms checked prior to closing doors: □ Yes □ No
- Doors left unlocked: □ Yes □ No
- Fire extinguisher taken to location of fire: □ Yes □ No
- Door hold-open devices operated appropriately: □ Yes □ No □ N/A

## ELECTRICAL APPLIANCES
- Electrical appliances were turned off: □ Yes □ No □ N/A

## ELECTRICAL APPLIANCES SYSTEMS
- Lights were turned off: □ Yes □ No □ N/A

## LIGHTS
- HVAC units were shut down: □ Yes □ No □ N/A

## EVACUATION
- All occupants participated and evacuated: □ Yes □ No
- Restrooms were checked for occupants: □ Yes □ No
- Evacuation was orderly: □ Yes □ No
- Visitors escorted and accounted for: □ Yes □ No
- Special needs persons accommodated: □ Yes □ No
- Elevators were used during evacuation: □ Yes □ No
- Overall response of occupants: □ Satisfactory □ Unsatisfactory
- Noise level of evacuation: □ Satisfactory □ Unsatisfactory

## FIRE ALARM SYSTEMS
- Fire alarm clearly heard in all areas: □ Yes □ No
- Alarm monitoring company received alarm: □ Yes □ No
- Electro-magnetic locks operated appropriately: □ Yes □ No □ N/A
- Public address system clearly heard in all areas: □ Yes □ No □ N/A
- Elevators recalled to correct floor: □ Yes □ No □ N/A

*Any item receiving a “No” or “Unsatisfactory” is an item that the facility should work on to correct.*
FIRE AND EMERGENCY EVACUATION DRILL OBJECTIVES

- Evaluate the effectiveness of the occupants abilities to evacuate a building
- Evaluate the effectiveness and adequateness of the fire and life safety evacuation plan
- Evaluate occupants ability to recognize the fire/evacuation alarm
- Determine whether the occupant takes appropriate actions upon hearing/seeing the evacuation/fire alarm
- Determine that the occupant begins the evacuation process in an acceptable manner and/or per plan
- Evaluate the occupants ability to provide assistance to visitors or individuals who are experiencing difficulty
- Evaluate the occupants ability to recognize and take appropriate actions when a means of egress is unsafe
- Ensure occupants report in at designated meeting places

RECORD KEEPING

At a minimum the following information is required to be collected during fire drills per the International Fire Code:
1. Identity of the person conducting the drill
2. Date and time of the drill
3. Notification method used
4. Staff members on duty and participating
5. Number of occupants evacuated
6. Special conditions simulated
7. Problems encountered
8. Weather conditions when occupants evacuated
9. Time required to accomplish complete evacuation

ALARM ACTIVATION

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

DRILL TIMES

Drill shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

TABLE 405.2 – Fire and Evacuation Drill Frequency and Participation

<table>
<thead>
<tr>
<th>GROUP OR OCCUPANCY</th>
<th>FREQUENCY</th>
<th>PARTICIPATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A</td>
<td>Quarterly</td>
<td>Employees</td>
</tr>
<tr>
<td>Group B</td>
<td>Annually</td>
<td>All Occupants</td>
</tr>
<tr>
<td>Group E</td>
<td>Monthly(^a)</td>
<td>All Occupants</td>
</tr>
<tr>
<td>Group F</td>
<td>Semi-annually on each shift</td>
<td>Employees</td>
</tr>
<tr>
<td>Group H</td>
<td>Semi-annually on each shift</td>
<td>Employees</td>
</tr>
<tr>
<td>Group I</td>
<td>Quarterly on each shift</td>
<td>Employees(^a)</td>
</tr>
<tr>
<td>Group M</td>
<td>Semi-annually on each shift</td>
<td>Employees</td>
</tr>
<tr>
<td>Group R (excluding single family residence)</td>
<td>Quarterly on each shift</td>
<td>Employees(^b)</td>
</tr>
<tr>
<td>Group S</td>
<td>Semi-annually on each shift</td>
<td>Employee</td>
</tr>
</tbody>
</table>

\(^a\) The frequency shall be allowed to be modified in accordance with Section 408.3.2.

\(^b\) Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5.

Where occupants received habilitation of rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program.

SPECIAL NOTES

Group E Occupancies
- The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes
- Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods or during other times to avoid distinction between drills and actual fires.

Group I Occupancies
- Emergency evacuation drills shall be conducted at least six times per year, two times per year on each shift. Twelve drills shall be conducted in the first year of operation. Drills are not required to comply with the time requirements of 405.4